

APPENDIX G:



The City of Lynchburg, Virginia

SITE PLAN APPLICATION

Department of Community Development
City Hall
900 Church Street
Lynchburg, Virginia 24504 • (434) 455-
3900 FAX • (434) 845-7630

- **PROJECT NAME:**

Project Address: Street Address

Tax Valuation Map Number(s): Street Address

- **PROPERTY OWNER/DEVELOPER:**

Name: Property Owner Name

Street: Street Address City: City State: State Zip: Zip

Telephone#: Phone with area code E-Mail: E-Mail Address

- **PROJECT PLANNER/SURVEYOR:**

Firm Name: Petitioner Name

Street: Street Address City: City State: State Zip: Zip

Telephone#: Phone with area code E-Mail: E-Mail Address

1. This project is to be reviewed as a: (Check One)

- Preliminary Plan (Review Fee: \$75)
 - DOES NOT allow for clearing and grubbing of the site or the construction of site improvements
 - A subsequent preliminary plan submittal and TRC meeting are required to permit grading, installation of post-construction stormwater measures, utility installations, site construction and/or construction of building improvements.
- Minor Site Plan (Addition of no more than ten percent (10%) to existing buildings, new parking area with no more than ten (10) parking spaces; NOT PERMITTED FOR PROJECTS WITH NEW DRIVEWAY ENTRANCES)
 - Commercial/Multi-Family Minor Site Plan (Review Fee: \$150)
 - Industrial Minor Site Plan (Review Fee: \$100)
 - Land Disturbance Only (Review Fee: \$150)
- Site Plan
 - Commercial/Multi-Family Plan (Review Fee: \$300 + \$50 per Developed Acre, prorated to 1/100th of acre)
 - Industrial Plan (Review Fee: \$200 + \$35 per Developed Acre, prorated to 1/100th of acre)
 - Includes Phase I ESC Plan for Early Land Disturbance? Yes No
 - Includes Public Infrastructure? Yes No

2. Give a brief explanation of project:

General Requirements																				
<input type="checkbox"/>	1.	This Application Packet (with this checklist completed)																		
<input type="checkbox"/>	2.	Six (6) copies of the plan. A digital copy of the site plan in portable document format (.pdf) must be submitted on a compact disc or via eTRAKIT (with filenames formatted as "YY-MM-DD_FileName") with the plan submittal [City Code §35.2-14.2(d)]																		
<input type="checkbox"/>	3.	Drawings shall clearly differentiate between existing features and proposed improvements [City Code §35.2-14.2(d)]																		
<input type="checkbox"/>	4.	Proposed use of the existing facilities and/or site improvements [City Code §35.2-14.2(d)]																		
<input type="checkbox"/>	5.	Existing buildings, buildings proposed for construction (including required setbacks), and/or buildings proposed for demolition. (Buildings proposed for demolition require a permit from the Inspections Division.) [City Code §35.2-14.2(d)]																		
Site Plan Requirements (in addition to all General Requirements)																				
<input type="checkbox"/>	6.	Text and drawings shall be of appropriate scale for legibility and accurate depiction of plan features (e.g. no 1" = 25' scale allowed); the horizontal and vertical control for all Public Infrastructure Plan Sheets shall be based on the Virginia State Plane Coordinate System and be at a minimum scale of 1" = 50'																		
<input type="checkbox"/>	7.	Sheet numbers on all plan sheets																		
<input type="checkbox"/>	8.	All plan sheets shall include a legend of the features shown on that plan sheet																		
<input type="checkbox"/>	9.	A drawing graphic scale on all plan sheets [City Code §35.2-14.2(d)]																		
<input type="checkbox"/>	10.	A north arrow on all plan sheets [City Code §35.2-14.2(d)]																		
<input type="checkbox"/>	11.	Professional seal, signed and dated on all applicable plan sheets. A Professional Engineer or Land Surveyor "B" seal is required for all public infrastructure and drainage [Code of Virginia §54.1-408]																		
<input type="checkbox"/>	12.	Project name and location of the development in the lower right corner of cover sheet																		
<input type="checkbox"/>	13.	Owner, developer and designer name(s), address(es), telephone number(s) and e-mail address(es) on the cover sheet [City Code §35.2-14.2(d)]																		
<input type="checkbox"/>	14.	Designer certification block on the cover sheet [Manual of Specifications and Details (MOSD) Appendix C]																		
<input type="checkbox"/>	15.	Owner certification block on the cover sheet [Manual of Specifications and Details (MOSD) Appendix C]																		
<input type="checkbox"/>	16.	City approval block in the lower right corner of the cover sheet [MOSD Appendix C; City Code §16.1-10(a)]																		
		<table border="1"> <tr> <td colspan="2">"I hereby certify that, to the best of my ability, this plan has been prepared in accordance with the latest City of Lynchburg Manual of Specifications and Standard Details and City Code."</td> </tr> <tr> <td>Signature: _____</td> <td>Registration Number: _____</td> </tr> <tr> <td>Printed Name and Title: _____</td> <td>Date: _____</td> </tr> <tr> <td colspan="2">"I/We hereby certify that all site construction, drainage and grading will be done pursuant to this plan and that the applicable Stormwater Management conditions and requirements of the City of Lynchburg, the Commonwealth of Virginia and the Federal Government and its agencies are hereby made part of this plan."</td> </tr> <tr> <td>Signature: _____</td> <td>Title: _____</td> </tr> <tr> <td>Printed Name _____</td> <td>Date: _____</td> </tr> <tr> <td>City Engineer: _____</td> <td>Date: _____</td> </tr> <tr> <td>TRC: _____</td> <td>Date: _____</td> </tr> <tr> <td>E&S: _____</td> <td>Date: _____</td> </tr> </table>	"I hereby certify that, to the best of my ability, this plan has been prepared in accordance with the latest City of Lynchburg Manual of Specifications and Standard Details and City Code."		Signature: _____	Registration Number: _____	Printed Name and Title: _____	Date: _____	"I/We hereby certify that all site construction, drainage and grading will be done pursuant to this plan and that the applicable Stormwater Management conditions and requirements of the City of Lynchburg, the Commonwealth of Virginia and the Federal Government and its agencies are hereby made part of this plan."		Signature: _____	Title: _____	Printed Name _____	Date: _____	City Engineer: _____	Date: _____	TRC: _____	Date: _____	E&S: _____	Date: _____
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Printed Name _____	Date: _____																			
City Engineer: _____	Date: _____																			
TRC: _____	Date: _____																			
E&S: _____	Date: _____																			
<input type="checkbox"/>	17.	Date with revision number(s) and revision date(s) in the lower right corner of the cover sheet																		
<input type="checkbox"/>	18.	Vicinity map (with north arrow) at a scale no smaller than one (1) inch equals six hundred (600) feet, showing all streets and property within one thousand (1,000) feet of the project location on the cover sheet [City Code §35.2-14.2(d)]																		
<input type="checkbox"/>	19.	Index of drawings on the cover sheet																		
<input type="checkbox"/>	20.	Include the following note on the cover sheet: "Contact the City Environmental Reviewer, the City Construction Coordinator and Miss Utility 48 hours in advance of any construction activity." [City Code §16.1-10(b); [Manual of Specifications and Details [(MOSD) Appendix C]																		
<input type="checkbox"/>	21.	Adjoining and adjacent property owner(s), property address(es), tax map number(s), property and right-of-way line(s), street name(s) and City/county boundaries (as applicable). [City Code §35.2-14.2(d)]																		
<input type="checkbox"/>	22.	Current zoning boundaries, including surrounding areas to a distance of three hundred (300) feet [City Code §35.2-14.2(d)]																		
<input type="checkbox"/>	23.	Locations of regulatory floodplains and floodways [City Code §35.2-14.2(d)]																		
<input type="checkbox"/>	24.	The required landscaping, including: <ul style="list-style-type: none"> <input type="checkbox"/> Parking areas must provide one (1) shade tree for every eight (8) parking spaces (with a minimum of each parking row capped with a shade tree) and one (1) shrub or every parking space planted within landscape islands dispersed so that no more than fifteen (15) to twenty (20) parking spaces exist between landscaped islands. [City Code §35.2-63.7(a)] <input type="checkbox"/> A vegetative screen six (6) feet wide and three (3) feet tall where parking areas are adjacent to any public and private streets. [City Code §35.2-63.7(c)] <input type="checkbox"/> Street trees are required at a rate of one (1) shade tree per forty (40') foot interval, or one (1) ornamental per twenty (20') foot interval, along the frontage of all streets. [City Code §35.2-63.6] <input type="checkbox"/> Screening of utility or objectionable items from view of any public or private street or any residential district. [City Code §35.2-63.9] <input type="checkbox"/> Foundation plantings, including one (1) ornamental tree per fifty (50) feet of building and one (1) large shrub per ten (10) 																		

	<p>feet of building along all sides of buildings that front on a public or private street and are visible from an adjacent residential district. [City Code §35.2-63.8]</p> <p><input type="checkbox"/> A vegetative evergreen buffer shall be established where a commercial district, industrial district, institutional district, or any parking area is located adjacent to any residential district, or a multi-family residential district is adjacent to a one- or two-family residential district, on the property for which said buffer is required. The buffer shall consist of a staggered evergreen tree line along the property line, a minimum of twenty (20) feet wide and four (4) feet tall. [City Code §35.2-63.10]</p> <p><input type="checkbox"/> All retaining walls visible from any public or private street or residential district shall be constructed of segmental block, brick, treated wood, stone or stamped or colored concrete that gives the appearance of brick or stone or must be supplemented with landscaping. [City Code §35.2-63.4(g)]</p> <p><input type="checkbox"/> All disturbed areas not used for operations (including slopes) shall be landscaped at the rate of twenty (20) trees per acre. [City Code §35.2-63.4(k)]</p> <p><input type="checkbox"/> Verify that the site meets the % tree canopy requirements for the zoning district. [City Code §35.2-63.11]</p>
<input type="checkbox"/>	25. The existing and/or proposed right-of-way widths of any adjoining public street [City Code §35.2-14.2(d)]
<input type="checkbox"/>	26. Curb and gutter along the frontage of the property [City Code §35.2-14.2(d)]
<input type="checkbox"/>	27. Sidewalk along the frontage of the property and connections where required [City Code §35.2-67.2(a).]
<input type="checkbox"/>	28. Structures, signs or plantings shall not exceed three (3) feet in height, which obstruct visibility at an intersection or driveway (tree plantings may be used if the height of the lowest limb is at least eight (8) feet above the ground) [City Code §35.2-66.4]
<input type="checkbox"/>	29. Show all ingress and egress points, meeting the following standards: <p><input type="checkbox"/> The minimum separation between driveways on a single lot shall be 150 feet along urban collector streets and 330 feet along arterial streets, unless a greater separation is determined to be needed for any development requiring a traffic study. A driveway permit from the Engineering Division will be needed for any work proposed to be performed in the City right-of-way. [City Code §35.2-66.2(d).]</p>
<input type="checkbox"/>	30. Location, design, direction of, power and time of use of outdoor lighting. [City Code §35.2-65.2(a)]
<input type="checkbox"/>	31. On-site utility distribution and service lines shall be installed underground. [City Code §35.2-68.2(c)]
<input type="checkbox"/>	32. The dimensions of all required setbacks, including: <p><input type="checkbox"/> The required front, rear and side yard setback(s) for the zoning district and/or zoning overlay district. [See City Code §35.2 Article IV and/or V]</p> <p><input type="checkbox"/> A fifty (50) foot setback is required where a lot in R-4, B-3, B-5, IN-1, or IN-2 abuts a R-1, R-2, or R-3 district. [City Code §35.2-61.3(j)]</p> <p><input type="checkbox"/> A one-hundred (100) foot setback is required where an industrial district abuts a residential district. [City Code §35.2-61.3(k)]</p>
<input type="checkbox"/>	33. Zoning variances, listed on the plan with signature space for the Secretary of the Board of Zoning Appeals. [City Code §35.2-12.1]
<input type="checkbox"/>	34. If the project is located in a Fifth Street Overlay District, Scenic Corridor Overlay District or Historic District, [see City Code §35.2-55, 56, and 58] Projects located in the Airport Safety Overlay District require a Height Elevation District. [City Code §35.2-57.3]
<input type="checkbox"/>	35. Vehicular parking calculations based on the use of the facility, including the number of existing, proposed and total parking spaces, as well as any proposed reductions. [City Code §35.2-62.4] Off-street parking is prohibited in the required front yard setback or within twenty (20) feet of any residentially zoned lot. [City Code §35.2-62.2]
<input type="checkbox"/>	36. Bicycle parking calculations based on the use of the facility (see City Code §35.2-62.6) including the number of any existing, proposed and total parking spaces.
<input type="checkbox"/>	37. The dimensions for proposed "off street" parking spaces and parking cross aisle(s). American Disabilities Act accessible parking spaces shall be meet ADA standards and shall be identified by both on-grade symbols and above-grade signs. [see City Code §35.2-62.3]
<input type="checkbox"/>	38. A twenty (20)-foot wide emergency access road and/or fire lane for emergency vehicles designated to serve the development. The design of the fire lane must be able to support a seventy-five thousand (75,000)-pound emergency vehicle and must be identified with appropriate signage. [Appendix D, current Virginia Statewide Fire Prevention Code]
<input type="checkbox"/>	39. Apparatus access roads must be a minimum of twenty-six (26) feet in width. The design of the road must be able to support a seventy-five thousand (75,000)-pound emergency vehicle and must be identified with appropriate signage. [Appendix D, current Virginia Statewide Fire Prevention Code]
<input type="checkbox"/>	40. Identify fire hydrant locations and their proximity to the development. [Appendix C, current Virginia Statewide Fire Prevention Code]
<input type="checkbox"/>	41. Label all water/sewer/storm lines as public or private [Manual of Specifications and Details (MOSD) Appendix C]
<input type="checkbox"/>	42. Identify the location of proposed sewer and water connection locations [Manual of Specifications and Details (MOSD) Appendix C]

<input type="checkbox"/>	43.	Indicate the location of a water meter vault on the property adjacent to the right-of-way. A standard detail of the vault is available from the [Manual of Specifications and Details (MOSD) 9. 02660]
Erosion Control/Stormwater Management Plan Requirements (in addition to all Site Plan Requirements)		
Erosion Control Plans are required for projects that equal or exceed 1,000 square feet of disturbed land area; Stormwater Management Plans are required for projects that equal or exceed 5,000 square feet of disturbance. A land disturbance permit may be issued prior to complete approval of the site plan with the approval of a Phase 1 Erosion and Sediment Control [ESC] submittal. [City Code §16.1-6(a)(13)]		
Checklist Items Denoted with a * Indicates the Item is Required for Phase I ESC Plan. No utilities are allowed to be installed as part of the Phase 1 ESC plan and the plan must be designed to limit the grading to no more than twenty (20) acres between phases; soil stabilization is required for each grading phase prior to grading of the subsequent phase.		
<input type="checkbox"/>	44.	City approval block ONLY ON THE PHASE I ESC* sheet [City Code §16.1-12]
	45.	Include the following note ONLY ON THE PHASE I ESC* sheet: "It is the intent of this Phase 1 Erosion Control Plan to indicate the erosion control measures required for the initial clearing and grading of the project site. Additional review and approval by the City of Lynchburg is required for final site plan approval prior to final grading, installation of post-construction stormwater measures, utility installations, site construction and/or building improvements. No land disturbance work will be allowed outside the scope of this Phase 1 plan until final site plan approval is issued for the project." [City Code §16.1-12]
<input type="checkbox"/>	46.	Include the following note ONLY ON THE PHASE I ESC* sheet: "Grading will be limited to fifteen (15) to twenty (20) acre phases with cut and fill areas balanced between phases, as indicated on this Phase I Erosion Control Plan. Each phase of the project must be stabilized in accordance with the measures identified on the site plan prior to initiating a subsequent grading phase of the project." [City Code §16.1-12]
<input type="checkbox"/>	47.	Minimum Standard Narrative*: List and describe how all applicable minimum standards will be addressed and adhered to throughout the entire life of the project. [City Code §16.1-9(a)]
<input type="checkbox"/>	48.	Project Description* - Description of the nature and purpose of the land disturbing activity, the disturbed acreage, existing site conditions and adjacent areas that may be affected, including the following: [City Code §16.1-9(a)] <ul style="list-style-type: none"> <input type="checkbox"/> Construction sequence/phasing and length of construction <input type="checkbox"/> Size of drainage areas (pre- and post-development) <input type="checkbox"/> How much post-developed impervious area? <input type="checkbox"/> Ultimate development conditions of the site? <input type="checkbox"/> Orientation and gradient of slopes <input type="checkbox"/> Existing site conditions/vegetation/undisturbed areas to be used for erosion control and existing drainage or erosion problems <input type="checkbox"/> Where is the potential for off-site damage? <input type="checkbox"/> Address all environmentally sensitive areas (wetlands, streams, reservoirs, steep slopes, etc.) <input type="checkbox"/> Residential areas or road protection <input type="checkbox"/> Perimeter controls
<input type="checkbox"/>	49.	Soils Narrative* - Description of the soils, including name, mapping unit, erodibility and permeability rates: [City Code §16.1-9(a)] <ul style="list-style-type: none"> <input type="checkbox"/> References for soils information <input type="checkbox"/> Copy of the soil survey map <input type="checkbox"/> Provide soil test for permanent stabilization
<input type="checkbox"/>	50.	Soil Stockpiles and Off-site Areas Narrative* - Description of all land disturbing activities that will occur off-site and show location of soil stockpiles on the site plan, including: [City Code §16.1-9(a)] <ul style="list-style-type: none"> <input type="checkbox"/> Location of soil stockpiles and stabilization measures <input type="checkbox"/> All off-site borrow or fill/spoil areas shall be included <input type="checkbox"/> Specific locations of all off-site areas, including the name of the locality <input type="checkbox"/> Protection and controls on those areas <input type="checkbox"/> If temporary, how long will they be open? <input type="checkbox"/> Stabilization of off-site areas
<input type="checkbox"/>	51.	Critical Areas Narrative* - A brief description of areas that have a high erosion potential: [City Code 16.1-9(a)] <ul style="list-style-type: none"> <input type="checkbox"/> Any steep slopes, wet weather or intermittent streams and springs, etc.? <input type="checkbox"/> What areas, during construction, could become critical areas <input type="checkbox"/> How will these areas be delineated to on-site contractors?
<input type="checkbox"/>	52.	Erosion and Sediment Control Measure Narrative* - Describe the methods used to control erosion and sediment deposition on-site: [City Code §16.1-9(a)]

		<input type="checkbox"/> Identify measures in accordance with Chapter 3 of the <i>Virginia Erosion and Sediment Control</i> [VESCH], with specification numbers and location <input type="checkbox"/> Stabilization of earthen structures <input type="checkbox"/> Sequence and responsibility for installation, maintenance and removal
<input type="checkbox"/>	53.	Site Stabilization Narrative* - A brief description of all temporary and final site stabilization methods: [City Code §16.1-9(a)] <input type="checkbox"/> Provide seed (i.e. pure live seed), lime and fertilizer specifications, including application and rates <input type="checkbox"/> Other stabilization (gravel, pavement, natural areas, etc.)
<input type="checkbox"/>	54.	Stormwater Runoff Narrative - Description of changes in stormwater flows, drainage areas and strategy to control increased run-off: [City Code §16.2-20] <input type="checkbox"/> Does the development cause an increase in stormwater flows? <input type="checkbox"/> Describe stormwater management during construction <input type="checkbox"/> Will permanent facilities be required to reduce post-developed flows? <input type="checkbox"/> Address post-development stormwater quality <input type="checkbox"/> Responsible parties for maintenance of facilities during construction and schedule of inspections
<input type="checkbox"/>	55.	Adequate Channel Narrative* - Detail how downstream properties and waterways (including off-site channels) will be protected from sediment deposition and increases from volume, velocity and peak-flow [City Code §16.2-20]
<input type="checkbox"/>	56.	A variance request form* for deviation from any of the nineteen (19) Virginia ESC Minimum Standards (as applicable) [City Code §16.1-9(a)]
<input type="checkbox"/>	57.	Identify the limits of clearing and grading* on the plan sheet, including all areas that are to be disturbed (i.e. cleared, grubbed, graded, cut, filled, etc.), as well as existing tree lines, grassed or underbrush areas that are to remain undisturbed; indicate how the disturbed areas will be marked. [City Code §16.1-9(a)]
<input type="checkbox"/>	58.	Indicate existing contours* as dashed lines at appropriate intervals; the existing contours should represent pre-development drainage areas and be used to define cut/fill areas and low spots [City Code §16.1-9(a)]
<input type="checkbox"/>	59.	Indicate final contours* as solid lines where the existing topography will change: [City Code §16.1-9(a)] <input type="checkbox"/> Include determination of final drainage areas <input type="checkbox"/> Have pre-developed drainage areas increased? <input type="checkbox"/> Include final grade on slopes—are they critical? <input type="checkbox"/> Include vegetative specifications for final grade on slopes
<input type="checkbox"/>	60.	Indicate all existing and proposed drainage divides* and the direction of flow for each area, including the size (in acreage) of each area that will drain to all traps, basins or other structural measures [City Code §16.2-20]
<input type="checkbox"/>	61.	Delineate and label critical erosion areas* with a high erosion potential: [City Code §16.1-9(a)] <input type="checkbox"/> Provide information pertaining to marking areas on-site <input type="checkbox"/> Indicate all work within a stream and measures for protection
<input type="checkbox"/>	62.	Indicate all site improvements (i.e. buildings, parking lots, roads, entrances, utilities, rights-of-way, easements, temporary access, etc.) based on ultimate development of the site [City Code §16.1-9(a)]
<input type="checkbox"/>	63.	Identify the boundaries of soil types* and soil survey classifications [City Code §16.1-9(a), 16.2]
<input type="checkbox"/>	64.	Plan(s) for all off-site areas* that will be disturbed, including the exact location of off-site areas with appropriate controls, sequence of work and the parties responsible for the work [City Code §16.1-9(a)]
<input type="checkbox"/>	65.	Indicate the location of all erosion and sediment control* [ESC] and stormwater management practices: [City Code §16.1-9(a)] <input type="checkbox"/> Provide description of initial ESC measures to be constructed prior to land disturbance <input type="checkbox"/> Use standard symbols located in the VESCH and <i>Virginia Stormwater Management Handbook</i> (VSMH) <input type="checkbox"/> Note any practices not specified in the VESCH Handbook; provide notes as to specification and reason <input type="checkbox"/> Provide a legend of practices denoting symbols used
<input type="checkbox"/>	66.	Include "Design Summary Tables" for all stormwater conveyance structures and systems [City Code §16.2-20(d)]
<input type="checkbox"/>	67.	Provide detail specifications* for all erosion control/stormwater management practices used for the project: [City Code §16.1-9(a)] <input type="checkbox"/> Provide clear details for each control measure with VESCH specification number <input type="checkbox"/> Include design and installation specifications for alternative measures <input type="checkbox"/> Include all elevations, cross sections and schematics <input type="checkbox"/> Include all sizes and materials for pipes, flumes, channels and slope drains
<input type="checkbox"/>	68.	Provide a schedule of inspection*, maintenance and repair of erosion and sediment control structures: [City Code §16.1-9(a)] <input type="checkbox"/> Indicate the party responsible for inspection/maintenance/repair and their contact information

		<input type="checkbox"/> Provide clean-out and maintenance specifications for all traps, basins, perimeter controls, etc. <input type="checkbox"/> Provide a schedule for removal of ESC controls once project is fully stabilized
<input type="checkbox"/>	69.	Provide a cost list* and total estimate of all ESC and stormwater quantity and quality management practices City Code §16.1-13d, 16.2-42]
Calculations and Reference (three (3) hardcopies OR one (1) digital copy on a compact disc in portable document format [.pdf])		
<input type="checkbox"/>	70.	Fire flow calculations, based on hydrant location, use group type, construction type and square footage (Appendix C, 2003 Statewide Fire Prevention Code)
<input type="checkbox"/>	71.	Calculations for Water, Sewer, Storm, Roadway Public Infrastructure [(Manual of Specifications and Details) (MOSD) and [City Code §16.2-20, 21]
<input type="checkbox"/>	72.	Water/sewer need/capacity requirements for all connections/extensions [Manual of Specifications and Details (MOSD) Appendix C]
<input type="checkbox"/>	73.	Stormwater Calculations: Pre- and post-development site conditions, conveyance channels and pipe systems, temporary structures and permanent facilities [City Code §16.2-20, 21] <input type="checkbox"/> Facilities designed for 25-year storm at 24-hour duration and released at the pre-developed rate <input type="checkbox"/> All calculations and methods, worksheets, assumptions and engineering decisions clearly presented <input type="checkbox"/> All channels/pipe systems must be adequate
<input type="checkbox"/>	74.	Traffic study, as required. A traffic study may be required if the p.m. peak hour traffic of the development is greater than fifty (50) trips or the daily trips are greater than five hundred (500) trips; contact the City Transportation Engineer (434) 455-3935 as early in the process as possible for confirmation [Manual of Specifications and Details (MOSD) Appendix A]
Public Utility Plan and Profile Sheet Requirements (In Addition to ALL Site Plan Requirements)		
Public Utility plans must be submitted for public sewer lines, public water lines, public storm sewer lines, etc. that will be owned by the City. Site Plans and Public Utility plan and profile sheets may be combined into one plan set, providing the proposed public water, sewer, storm sewer service extension and/or other minor utility projects (subject to the approval of the City Engineer) do not exceed four hundred (400) linear feet, is integral to the site plan and serves only one Site Plan project. Utility projects that exceed four hundred (400) feet or serve more than one site plan project must be submitted separately. The City Project Number (assigned during the City's initial review of the project) must be noted on all Public Utility Plan sheets for subsequent plan submittals. Complete record drawings and as-builts (per the procedures section of the <i>Manual of Specifications and Details</i>) are required for any public infrastructure installed for the project must be submitted within thirty (30) days of City's acceptance of the built infrastructure.		
<input type="checkbox"/>	75.	Include the following note on the Utility Plan and Profile sheets: "All Pubic Infrastructure Shall be Constructed in Accordance with City of Lynchburg Manual of Specifications and Standard Details." [MOSD Appendix C]
<input type="checkbox"/>	76.	Show and label all proposed (twenty foot [20'] standard; thirty foot [30]' for >= thirty-six inch [36"] diameter or > eight foot [8'] depth) and existing City easements [Manual of Specifications and Details (MOSD) Appendix A]
<input type="checkbox"/>	77.	Label angles on lines in and out of manholes and inlet structures [MOSD Appendix A]
<input type="checkbox"/>	78.	Show flow arrows on existing and proposed sewer lines [MOSD Appendix C]
<input type="checkbox"/>	79.	Show all clean out and water meter locations [MOSD Appendix A]
<input type="checkbox"/>	80.	Show any associated necessary abandonment of existing utilities [MOSD Appendix C]
<input type="checkbox"/>	81.	Show and label information regarding water line tie-in (e.g. wet tap, tee, etc.) [MOSD Section 02660]
<input type="checkbox"/>	82.	Label diameter of water/sewer/storm lines – existing and proposed [MOSD Appendix C]
<input type="checkbox"/>	83.	Label length of proposed water/sewer/storm lines [MOSD Appendix C]
<input type="checkbox"/>	84.	Label slope of proposed sewer/storm lines [MOSD Appendix C]
<input type="checkbox"/>	85.	Label pipe material of water/sewer/storm lines – existing and proposed [MOSD Appendix C]
<input type="checkbox"/>	86.	Show horizontal control, including benchmarks, monuments, bearings on lines and coordinates on manholes [MOSD Appendix A]
<input type="checkbox"/>	87.	Show all miscellaneous appurtenances for utility lines (e.g. slope anchors, thrust collars, encasements, etc.) [MOSD Appendix A]
<input type="checkbox"/>	88.	Show and detail all miscellaneous storm appurtenances (e.g. headwalls, endwalls, retaining walls, flared end sections, and outlet protection) [MOSD Section 0270]
<input type="checkbox"/>	89.	Show structure elevations and information for storm and sewer structures: [MOSD Appendix A] <input type="checkbox"/> All invert elevations, labeled with line size <input type="checkbox"/> Drop connection information (both upper and lower invert elevations) <input type="checkbox"/> Top/Rim elevation <input type="checkbox"/> Structure numbers and stationing <input type="checkbox"/> Label all sewer manhole frame & covers as waterproof or standard

<input type="checkbox"/>	90.	Label all water line appurtenances (e.g. fire hydrants, air release valves, bends, fittings, restraints, etc.) complete with stationing and coordinates [MOSD Appendix C]
<input type="checkbox"/>	91.	Show and label key water line depths [MOSD Section 02660]
<input type="checkbox"/>	92.	Show all ditch and stream crossings on plans and profiles [MOSD Appendix A]
<input type="checkbox"/>	93.	Show and label all utility crossings and profiles [MOSD Appendix A]
<input type="checkbox"/>	94.	Signature lines for City Engineer and Utilities Engineer on all water/sewer plan, profile and detail sheets [MOSD Appendix C]
Public Roadway Plan Improvements and Profile Sheet Requirements <i>(In Addition to ALL Site Plan Requirements)</i>		
<p>Public Roadway plans must be submitted for proposed road or multi-user facilities that will be owned by the City. Site Plans and Public Roadway Plan and profile sheets may be combined into one plan set, providing the proposed road improvements, turn lane, extensions of public sidewalk and multi-user facilities and other minor projects (subject to the approval of the City Engineer) do not exceed four hundred (400) linear feet, is integral to the site plan and serves only one Site Plan project. Roadway projects that exceed four hundred (400) feet or serve more than one Site Plan project must be submitted for separate review. The City Project Number (assigned during the City's initial review of the project) must be noted on all Public Utility Plan sheets for subsequent plan submittals. Complete record drawings and as-builts (per the procedures section of the <i>Manual of Specifications and Details</i>) are also required for any public infrastructure and must be submitted within thirty (30) days of City's acceptance of the built infrastructure.</p>		
<input type="checkbox"/>	95.	Include the following note on the Roadway Plan Improvements and Profile sheets: "All Pubic Infrastructure shall be Constructed in Accordance with City of Lynchburg Manual of Specifications and Standard Details." [MOSD Appendix C]
<input type="checkbox"/>	96.	Show driveway profiles [MOSD Appendix C]
<input type="checkbox"/>	97.	Show all proposed curb and gutter and sidewalk [MOSD Appendix C]
<input type="checkbox"/>	98.	Label road grades in profiles [MOSD Appendix C]
<input type="checkbox"/>	99.	Submit cross sections for all proposed roads and road improvements at 100-foot intervals maximum [MOSD Appendix C]
<input type="checkbox"/>	100.	Show road horizontal and vertical curve data, including benchmarks and monuments [MOSD Appendix C]
<input type="checkbox"/>	101.	Show sight distances for all road intersections and driveway entrances [MOSD Appendix C]
<input type="checkbox"/>	102.	Submit pavement marking plans and signage plan, when applicable [MOSD Appendix C]
<input type="checkbox"/>	103.	Submit three (3) copies of separate traffic signal plans, when applicable [MOSD Appendix C]
<input type="checkbox"/>	104.	Submit Maintenance of Traffic (MOT) plan, when applicable [MOSD Appendix C]
<input type="checkbox"/>	105.	Signature line for City Engineer on plan, profile and detail sheets [MOSD Appendix C]